

**BY ORDER OF THE COMMANDER
AIR MOBILITY COMMAND**

**AIR MOBILITY COMMAND MISSION
DIRECTIVE 713**

29 JULY 2003



MISSION SUPPORT SQUADRON

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OPR: HQ AMC/XPMPO (Ms. Mary Lager)
Supersedes AMCMD 706, Paragraph 2.4.
and Attachment 5, 18 May 1994

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This mission directive implements policy guidance in AFD 10-1, *Mission Directives*, AFI 10-101, *Format and Content of Mission Directives* and AFI 38-101, *Air Force Organization*. The mission directive defines the mission, command relationship, responsibilities, and organization of the Mission Support Squadron. It also applies to the Air National Guard and Air Force Reserve units, effective upon the date of unit activation. **AMCMD 706 will be superseded in phases. Each organization identified in AMCMD 706 will be replaced by a AMCMD 7XX series publication. Once all Mission Directives have been issued, AMCMD 706 will be rescinded in its entirety.**

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1. Mission. The Mission Support Squadron provides military and civilian personnel services, professional military education, advanced academic education program oversight, and family support programs to their respective AMC wing, tenants, and geographically separated units, as well as Air Force deployed locations.

2. Command. The Mission Support Squadron is assigned to the Mission Support Group.

3. Responsibilities:

- 3.1. Provides military personnel support to commanders, military members, and their families.
- 3.2. Assists commanders in managing their military work force through readiness and personnel employment programs, personnel relocation actions, and career enhancement activities .
- 3.3. Provides casualty assistance and general personnel customer service to military personnel and family members.

- 3.4. Maintains military personnel records.
- 3.5. Maintains the readiness of globally deployable military personnel teams.
- 3.6. Assists commanders in managing their civilian workforce through affirmative employment, labor, classification, employee development, and resource management programs.
- 3.7. Provides appropriated fund civilian personnel advice and administrative support to commanders, supervisors, employees, and applicants.
- 3.8. Provides educational and training opportunities in support of mission requirements, professional and personal development, retention, and recruitment.
- 3.9. Oversees enlisted training programs.
- 3.10. Manages civilian training and employee relations programs.
- 3.11. Manages tuition assistance, counseling, and testing services.
- 3.12. Administers and procures college and university programs for military, civilian employees, and family members.
- 3.13. Operates Airman Leadership School.
- 3.14. Administers Individual and Family Services and Air Force Aid programs.
- 3.15. Provides information and referral counseling, leadership consultation, crisis assistance, and policy planning and coordination for all family support programs such as relocation assistance, transition assistance, and personal financial management .
- 3.16. Manages the program to transition first duty station airmen through base and ancillary training requirements.

PAUL W. ESSEX, Major General, USAF
Director of Plans and Programs

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 10-1, *Mission Directives*

AFI 10-101, *Format and Content of Mission Directives*

AFI 38-101, *Air Force Organization*

Attachment 2

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